

PLAN REVIEW REQUIREMENT

Montana Administrative Rules for Food Service Establishments, Title 37, Chapter 110, Subchapter 241 (1-4) requires that a copy of construction plans and specifications be submitted prior to undertaking construction of a new retail food establishment, and as a condition of obtaining a license to operate; and prior to remodeling an existing establishment to expand or add food processing or food service facilities. This requirement is in addition to the local building and plumbing permits.

The plans, along with a statement of an expected completion date, shall be submitted to the department for review and comment as to sanitation and food maintenance.

In addition a pre-operational inspection is required to determine compliance with the reviewed plans, specifications and rule requirements. Please contact your area Registered Sanitarian at least five business days before you are ready for this inspection.

BASIC OWNER/TENANT INFORMATION

- 1. Business Owner: Name/ Address/Telephone Number
- 2. Building Owner: Name/ Address/Telephone Number
- 3. Building/ Architect: Name/ Address/Telephone Number

MINIMUM INFORMATION NEEDED

- 1. Floor plan, drawn to scale, with equipment list and location. Include location and finish of any tables and counters.
- 2. Plumbing plan with fixture list and location.
- 3. Floor, wall and ceiling finish schedule and material list.
- 4. Water source. City -- Private -- Other. If private, or other, provide a brief description.

EXCERPTS FROM MONTANA ADMINISTRATIVE RULES (refer to the rules for additional requirements,)

RESTROOMS Toilet and handwashing facilities shall be plumbed to comply with the state plumbing code, in good repair and conveniently located. Restroom doors shall be self-closing and not open directly into a room where foods are exposed for sale.

In facilities with indoor seating, public restrooms are required, with the number of fixtures as per Table 5E of the Uniform Building Code. Access to the restrooms by the public shall not be through food preparation, storage or utensil washing areas.

HANDWASH FACILITIES Handwashing facilities provided with properly plumbed hot and cold running water, soap, and single-service towel dispensers are required in each separate food preparation and packaging area and in restrooms.

FLOORS Floors in a food establishment shall be easily cleanable, smooth and of tight construction. All floors shall be of nonabsorbent materials. When subject to flood-type cleaning, floors shall be sloped to drain with drains in compliance with the Montana Plumbing Code. Joints at wall/floor junctions shall be coved and tight.

WALLS & CEILING The surface of walls and ceilings in all display, storage and processing/preparation rooms in a food establishment shall be in good repair, of a light color, smooth and easily cleanable.

DOORS/WINDOW Opening to the outside shall be effectively protected against the entry of rodents. Outside openings shall be protected against the entry of insects by tight-fitting, self-closing doors; closed windows; screening; controlled air currents; or other means. Screen doors shall be self-closing, and screens for windows and other openings to the outside shall be tight-fitting and free of breaks. Screening material shall not be less than 16 mesh to the inch.

LIGHTING Permanently fixed artificial light sources shall be installed to provide at least 50-foot candles of light on all food preparation surfaces and at ware-washing work levels. Light bulbs, fixtures, skylights or other glass fixtures suspended over exposed foods, and those over equipment cleaning or storage facilities, shall be shielded, coated or otherwise shatter resistant.

VENTILATION All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Ventilation systems shall be installed and operated according to law and when vented to outside, shall not create a harmful or unlawful discharge. All systems must comply with the State Fire Marshall codes.

EQUIPMENT All equipment must be installed as to be
INSTALLATION moveable or designed to be cleaned in place (CIP). Storage shelves must also be smooth, impervious, easily cleanable, and six inches off the floor. Unfinished wood is not acceptable.

DISHWASHING Dishwashing facilities must be comprised of a
FACILITIES commercial dishwasher or a 3-compartment sink large enough to totally immerse most equipment and utensils. A 2-compartment sink may be substituted in other than food service areas if an approved combination detergent/ sanitizer is used.

Adequate drainboards, racks or utensil tables shall be provided for storage and handling of soiled utensils prior to cleaning and for cleaned utensils following sanitizing. This includes adequate racks or tables for air drying of sanitized utensils and equipment.

MISCELLANEOUS A separate storage area is required for mops, brooms and cleaning supply storage. Installation of a mop sink or utility sink is required. Adequate clothing, lockers and/or dressing rooms are required for storage of soiled linens, clothes, and employees personal items (shoes, coats, purses, etc.

GARBAGE Garbage containers, dumpsters, and compactor systems located outside shall be stored on or above a smooth surface of nonabsorbent material, such as concrete or machine-laid asphalt that is kept clean and maintained in good repair. Wastewater from these units is required to flow into a sanitary sewer, not into storm sewers.

PLEASE CONTACT THE FOOD & CONSUMER SAFETY SECTION (406) 444-2408 TO DETERMINE WHERE TO SEND YOUR PLANS.